

**BREITUNG TOWNSHIP SCHOOL DISTRICT
KINGSFORD, MICHIGAN**

PLEASE POST

POSITION OPENING

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**TITLE: Educational Assistant
(6 hours per day)**

POSTING DATE: November 13, 2024

QUALIFICATIONS:

1. Associates Degree or equivalent, or test results from MDE-approved paraprofessional assessment (must have a passing score)
2. Ability to communicate courteously and effectively with students and adults.
3. Applicants should demonstrate reasonable knowledge of student management skills and the ability to work with students in a supervisory capacity.
4. Experience working with students in a small group setting.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

SALARY: Per BTESPA Master Agreement

PERFORMANCE RESPONSIBILITIES:

1. Student supervision in the cafeteria, classrooms, and halls to assist in providing a safe and orderly environment.
2. Work with individual or small groups of students to reinforce learning or material the teacher recommends for students.
3. Assist professional staff with routine tasks.
4. Perform occasional clerical tasks.
5. Maintain a high level of ethical behavior and confidentiality of information about students and staff.
6. Bus route organization
7. Working with special education students inside and outside the classroom.
8. Other duties as assigned by the Principal.

EVALUATION: This position is an annual non-tenured position and performance will be evaluated per Board Policy

METHOD OF APPLICATION: Submit letter of application to:

Mrs. Michelle Kleikamp, Superintendent's Executive Secretary
Breitung Township School District
810 W. Pyle Drive,
Kingsford, Michigan 49802

CLOSING DATE OF APPLICATION: November 19, 2024, 3:00 p.m. CDT for initial consideration
Posting will remain open until filled.

BREITUNG TOWNSHIP SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER